



State of Utah
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATER RIGHTS

Michael O. Leavitt
Governor

Ted Stewart
Executive Director

Robert L. Morgan
State Engineer

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March 11, 1994

MR MICHAEL L. MCCARRELL
1797 EAST 500 SOUTH
NAPLES, UT 84078

Dear MIKE:

Re: Annual Distribution Report


The Division of Water Rights has begun compilation and review of the water usage data which you provided for the 1993 Annual Water Report for the Pot Creek Distribution System. We appreciate your hard work in obtaining this data and are particularly impressed with your efforts and input.

Many suggestions have been made for ways in which we can improve this coming year's data and report for your water distribution system. In an effort to standardize the reports between commissioners we would like you to include in your next year's commissioner report the following information:

1. Table of Contents - Include major headings and page number of where the subjects are located in the report.
2. Minutes of annual meeting (Provided by the Division of Water Rights)
3. Financial Report (Provided by the Division of Water Rights).
4. Please use the enclosed diversion record sheets and disregard the old one you used in this year report. This new form includes in the back a status of the diversion which should be completed for each diversion point.

As you think of additional ways for improvements or if we can be of help to you, please feel free to contact either Lee Sim at (801) 538-7380 or myself at (801) 538-7384. Once again, we would like to thank you for the time and efforts you have spent in improving our water distribution systems. Your hard work and the excellent job you are doing is appreciated.

Sincerely,


Gertrudys Adkins, Ph.D.
Distribution Engineer



COMMISSIONER REPORTS
STANDARD FORMAT FOR WATER DISTRIBUTION REPORTS
(BEGINNING 1994)

1. Cover Page
2. Letter of Submittal to State Engineer
3. Acknowledgment (optional)
4. Table of Contents
Include major heading and page numbers of where the subjects are located.
5. Minutes of Annual Meeting
Minutes of the annual meeting as well as the minutes from other important meetings held during the year should be included in the report.
6. Financial Report
(Provided by the Division of Water Rights)
7. Summary of Water Diverted for the Year by each Diversion Name
8. Streamflow and Storage Records --- Records of daily streamflow (cfs) and storage for the irrigation season, should be included in the report on the form provided (Daily Discharge Form) or computer generated form. Use one form for each surface water diversion.
9. Distribution System Status --- Describe problems, decisions, and solutions which arose during the year. This section could also be used to describe diversion structures and measuring devices used in the system (Use form provided in the back of the Daily Discharge Sheet or computer generated sheets).
10. Appendix
Include graphs, charts, tables, or any other type of information not covered above which the commissioner feels is important.